Office of Financial Institutions
DATA SANITIZATION

I. Purpose:

To define the minimum requirements for the removal of security-sensitive data from agency computer storage media prior to being transferred to another government entity, or surplused. For the purpose of this policy, security-sensitive refers to data that is confidential or protected from disclosure by either federal or state laws.

II. Policy:

Magnetic storage devices, optical storage media and non-volatile memory devices that are surplused, transferred to another government entity or subject to destruction, must use a method of data sanitization compliant with the attached data sanitization matrix that was adapted in part from DoD specification 5220.22M if the data is determined by the owner to be security-sensitive.

Data Sanitization Matrix

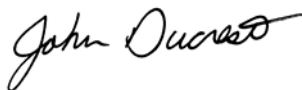| Media	Procedure(s)
Magnetic Tape	Degauss or Destroy – disintegrate, incinerate, pulverize, shred, or melt
Magnetic Disk Floppies (e.g., 3.5 inches, zip disks, etc.) Non-Removable Rigid Disk (e.g., hard drives) Removable Rigid Disk	Degauss or Overwrite all addressable locations with a character, its complement, then a random character and verify or Destroy – disintegrate, incinerate, pulverize, shred, or melt
Optical Disk Read Many, Write Many (e.g., CD-RW) Read Only Write Once, Read Many (e.g., CD-R,CD+R, DVD+R)	Destroy – disintegrate, incinerate, pulverize, shred, or melt
Memory Dynamic Random Access Memory (DRAM) Electronically Alterable PROM (EAPROM) Electronically Erasable PROM (EEPROM)	Overwrite all addressable locations with a single character or Destroy – disintegrate, incinerate, pulverize, shred, or melt
Flash Memory (FEPROM) (e.g., USB drives, xD Picture cards)	Overwrite all addressable locations with a single character or Perform a full erase as per manufacturer's data sheets or Destroy- disintegrate, incinerate, pulverize, shred, or melt
Programmable ROM (PROM)	Destroy – disintegrate, incinerate, pulverize, shred, or melt
Magnetic Bubble Memory	Degauss or Overwrite all addressable locations with a single character or Destroy – disintegrate, incinerate, pulverize, shred, or melt
Magnetic Core Memory	Overwrite all addressable locations with a character, its complement, and then a random character or Destroy – disintegrate, incinerate, pulverize, shred, or melt
Nonvolatile RAM (NOVRAM)	Overwrite all addressable locations with a single character or Destroy – disintegrate,

	pulverize, shred, or melt
Read Only Memory (ROM)	Destroy – disintegrate, incinerate, pulverize, shred, or melt
Static Random Access Memory (SRAM)	Overwrite all addressable locations with a single character or Destroy – disintegrate, incinerate, pulverize, shred, or melt

III. Responsibilities:

A. OFI must adhere to the license terms and agreement for software on a computer that is being transferred to another agency or designated as surplus.

B. OFI should conduct periodic checks to determine their method of sanitization is working correctly.

C. OFI must maintain records indicating the method of data sanitization utilized when personal computers are designated as surplus or transferred to another agency.

D. For data sanitization, OFI treats all data as security-sensitive.

APPROVED BY:

John Ducrest

May 9, 2008

John Ducrest, CPA   **Date**
Commissioner

This information was extracted in part from the US Department of Defense 5220.22-M Clearing and Sanitization Matrix.